



Office of the City Clerk

Weekly Report – for Week Ending November 21, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

ClerkSTAT - The monthly departmental ClerkSTAT meeting was conducted on November 20th.

City Council Recess - Council is in recess this week for the League of Cities Conference.

City Clerk Press Conference - L.A. City Votes! - The City Clerk held a press conference launching the "L.A. City Votes!" Voter Outreach and Education Campaign, which seeks to register, inform, and mobilize Angelenos to take part in the 2015 Municipal Elections. In collaboration with 22 partner organizations, this Campaign will conduct voter outreach events, voter education presentations and utilize a coordinated message campaign on bus shelters, digital billboards, print and social media. In all, 15 community partners and 16 media outlets turned out to the event.

Election Studies - The City Clerk met with Dr. Jeffrey Lewis, Chair of the UCLA Political Science Department and Larry Levine, Political Strategist to discuss partnering for a study of the Los Angeles City Voter registration file and the motivations of perennial non-voters.

City Primary/General 2015 Elections:

Nominating Petition filing period began on Saturday, November 8, 2014. The final day to pick up and file Nominating Petitions is on Wednesday, December 3, 2014 at 5:00 p.m.

Staff has recruited 1,211 polling places out of a total of 1,593 required.

Staff continues to recruit City employees for the City Employee poll worker program. This week, staff visited 22 city locations to distribute outreach material and received 30 applications. To date, staff has received 393 applications and is now at 65.5 percent of their recruitment goal.

Now in its second week, the poll worker recruitment staff has recruited 106 Inspectors and 32 Clerks. In total, they have recruited 138 poll workers and are now at 2.2 percent of their recruitment goal.

High school students continue to be recruited for the STAR Student Poll Worker program. As of this week, staff has collected 392 applications obtaining 15 percent of their goal, and has conducted 48 presentations achieving 45 percent of their goal.

The Division received \$2,336,530 from the Los Angeles Community College District as an advance payment for the March 3, 2015 Primary Nominating Election.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	12/9
Number of Notices/Publications	26
Number of Contracts Attested	40
Number of Council Files Created	93
Number of Claims Received	124
Number of Referrals	54
Number of Council / Committee Meetings	2/5

TOP ITEMS

- [**City Council in Recess**](#)
- [**Monthly ClerkSTAT Meeting was conducted**](#)
- [**L.A. City Votes! Press Conference Held**](#)
- [**1,211 Polling Places Recruited**](#)



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Neighborhood and Business Improvement Districts:

Staff attended a meeting with the CAO and the LA BID Consortium Chair to discuss Council Motions on CleanStreetsLA and Liveable and Sustainable LA.

2015 Annual Planning Reports: 9 of 29 reports have been received. The contracted due date is December 1, 2014.

Microfilm Conversion of City Council Minutes - Seven reels of microfilm containing Council Minutes were converted to a digital format for online access this week. That brings our total to 212 reels converted this fiscal year and 425 reels total, which represent 96% of this year's project and 50% of the total four year project respectively. The City Council minutes are now available on line back to March of 1923. The project is now being placed on hold until additional funds become available.

Significant Research - A former City Councilperson researched the history of fluoridation in Los Angeles; the City Attorney's Office researched the history of the City's ordinances requiring hotels to provide access to their registers to the police department; and Los Angeles Magazine researched the history of the City's noise ordinance.

Social Media Strategy and Account Management - City Clerk currently has multiple social media accounts from Facebook, Twitter and Youtube. To implement a "1 voice" appearance for the public, the department is implementing "HootSuite", a product solution to consolidate multiple accounts onto a single account.

Early Notification System (ENS) - The new Ad Hoc on Special Olympics Committee has been added to the ENS system. This will allow the public to subscribe to the reports when it is being published.

Fiscal – Staff completed and submitted FY 2015/16 Proposed Budget; reconciled two trust funds for Council District 5; and coordinated several travel issues related to this week's National League of Cities event in Austin, TX, and the City delegation traveling to Asia.

AB1290/Council - Staff has six (6) contracts and amendments in process, closed out four (4) contracts, processed five (5) payments, and has four (4) close outs in progress.

General City Purposes - Staff received 43 GCP allocation requests, processed 14 invoices for payment, and transmitted the GCP Annual Report to Council for review.

Personnel - Staff coordinated with LACERS and the CAO regarding the proper processing of part-time election workers in the PAYSR system; conducted 5 new employee orientations; conducted a presentation of the Departments Employee Evaluation Project at the ClerkSTAT and Mayors staff meetings; and coordinated with Medical Services in the provision of on-site office dynamics training for City Clerk staff.

ISSUES

None to report.

UPCOMING . . .

None to report.